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TOWN OF NEW WINDSOR

209 High Street - P. O. Box 609
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Mayoral Appointment

In accordance with Town Code Charter, Article VI C6-15. Vacancies, "In case of a vacancy in the office of Mayor for any reason, the Council shall elect some qualified person to fill the vacancy for the remainder of the unexpired term. Any vacancies on the Council or in the office of Mayor shall be filled by the favorable votes of a majority of the remaining members of the Council. The results of any such vote shall be recorded in the minutes of the Council".

Council is looking for potential candidate who can best meet the following qualifications.

1. Ability to Effectuate a Strategic Vision and Plan for a Municipality the Size of New Windsor

- Demonstrate an understanding of how New Windsor interfaces with the County and State
- Demonstrate an understanding of the typical areas of focus, including infrastructure, funding issues, safety
- Demonstrate ability to identify and procure funding for critical infrastructure needs, etc.

2. Ability to Build, Maintain, and Leverage Relationships to Further the Town's Vision

- Demonstrate the ability to work with the Schools and Businesses within the Town
- Effectively collaborate with other municipalities across Maryland (e.g., through participation in MML, working with other Maryland Mayors, etc.)
- Lobbying County and State Officials on behalf of New Windsor

3. Demonstrated experience in managing a municipality or relevant business experience of like size and complexity to New Windsor

- Demonstrate the ability to conduct appropriate Project Management
- Forward Thinking
- New Projects/Program that raise the visibility of the town (Memorial Day Events, Music on the Main, etc.)
- Demonstrated success with identifying problems, bringing resources to bear, and successfully bring projects to fruition (e.g., Water & Sewer project)

4. Demonstrate the ability to provide dedicated time to the Mayoral position

- Person needs to have the time to dedicate to and address Town Business
- Not a 9 to 5 job and not something you can devote hours to here and there
- Business Hours
- After Hours (Maryland Municipal League)
- Weekends (Music on the Main)
- Emergencies (Water Main breaks)

5. Previously Demonstrated a Commitment to Improving/Participating in Activities for the Betterment of New Windsor

- Volunteer Efforts
- Paid Jobs (Planning Commission, etc.)
- Regularly attendance at Town meetings
- Becoming educated and involved and have an understanding of the issues and challenges facing New Windsor

6. Demonstrated Ability to Collaborate with the Town Council and Committees

- Effective delegate and liaison with Town committees
- Collaborate with the Town Council to address issues for the betterment of the Town

Please submit a letter of interest and resume highlighting the qualifications above to info@newwindsormd.org by **Noon on Monday, April 18, 2022**. Town Council will review all letters of interest and have a possible close session meeting following the April 18th work session meeting.

The Town Council reserves the right to not fill the position if it is deemed that no candidates have the necessary and appropriate qualifications to fulfill the Mayoral position at this time and may deem it necessary to continue to identify appropriate candidates.